



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JUN 13 2006

**MEMORANDUM**

**SUBJECT:** National Estuary Program On-Line Reporting Tool (NEPORT)

**FROM:** Suzanne Schwartz, Director  
Ocean and Coastal Protection Division

A handwritten signature in cursive script, appearing to read "Suzanne Schwartz", is positioned to the right of the "FROM:" line.

**TO:** National Estuary Program Directors

I am pleased to announce the release of the National Estuary Program On-Line Reporting Tool (NEPORT). NEPORT is a web-based database that EPA has developed for NEPs to submit their annual Habitat and Leveraging reports. Starting in FY06, NEPs should submit their Habitat and Leveraging reports through NEPORT, and their due date is September 1, 2006.

NEPORT was created to reduce the reporting burden on NEPs and the time required for quality assurance and quality control. NEPORT replaces the prior data reporting protocols in which EPA distributed Habitat and Leveraging forms to NEPs and NEPs completed the forms and submitted them to EPA. Through NEPORT, NEPs will be able to download Habitat and Leveraging reports into Microsoft Excel, create pie charts and save them in bitmap format, access data on a secure web site, check report status, and search for NEP staff contact information. At the same time, EPA will be able to store NEP data on a centralized database and receive e-mail reports on newly submitted data. Links to NEPORT can be found at: <http://www.epa.gov/owow/estuaries/neport>.

NEPORT was reviewed and revised based on the recommendations of an EPA-NEP workgroup. Some of the workgroup recommendations included: (1) creating additional Habitat and Leveraging pie charts, (2) enhancing the document "Status" report, (3) adding a "Comments" section for NEPs and EPA to communicate, (4) allowing NEPs to save drafts, and (5) improving the downloading functions. Implementation of the workgroup's recommendations resulted in a more robust and enhanced tool.

In addition to the Help document provided, EPA will be hosting ten on-line training sessions to teach NEP staff how to use NEPORT. All training sessions will take place from 1:00 – 3:00 pm EST on July 11, 12, 13, 18, 19, 20, 25, 26, 27, and 28. Please inform your staff about this opportunity and have them register for one of the training sessions with Gustavo Rubio ([rubio.gustavo@epa.gov](mailto:rubio.gustavo@epa.gov)) by cob July 7<sup>th</sup>.

Before being able to use NEPORT, you will first need to create a profile in NEPORT's Registration Database. Detailed instructions on how to create a profile and use NEPORT are provided in the attached Help document. I hope you find NEPORT useful, and thank you for your attention to this new required reporting tool. If you have any questions, please contact Gustavo Rubio at 202-566-1644.

Cc: Craig Vogt, OCPD  
Darrell Brown, CMB  
Coastal Management Branch  
National Estuary Program Regional Managers  
National Estuary Program Regional Coordinators

Attachment